

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff/TR

DATE: 27 January 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 4

STAT

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 50 NO CHANGE  
 IN CLASS! /DECLASS! CLASS CHANGED TO: TS S SECRET JUST 22  
 I. Significant Items: ~~None~~ REV DATE 09 REV DATE 14 Dec 79 REVIEWER [ ] TYPEDOC 02  
 NO. PGS 6 CREATION DATE \_\_\_\_\_ ORG COMP // OPI // ORG CLASS S  
 II. Other Items: REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

## A. Table of Organization

The Classification and Wage Division, Personnel Office, has received the DD/A approved Management Report and new OTR T/O, and are now officially working on the transfer. While they are progressing satisfactorily on their survey, they cannot at this time predict a completion date.

25X1

C. 

The annual Operations Report and Profit and Loss Statement for the project was submitted to the Office of the Comptroller. The Corporate Income Tax Return and other required annual reports will be completed as soon as possible. The Auditor-in-Chief Office will conduct the audit of the project beginning 1 February 1955.

## D. Reconstruction of Room 208A, R&S Building

Reconstruction of Room 208A, R&S Building, was begun on 24 January 1955 and will be completed by 31 January 1955. This room is being made over into a vault area to facilitate storage of large quantities of classified library material. Heretofore, these materials were taken off the shelves at night and stored in the vault in Room 212. Under the new plan, it will be permissible to leave these items on the shelves, thereby saving many man-hours in removing them to the vault.

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E. OTR Financial Status Report

The semi-annual financial status reports were sent to each major component of OTR for use in determining required action prior to purchase and obligation deadlines for Fiscal Year 1955.

F. [ ] Tour

The first trip of DDP career management and personnel officers to [ ] took place on 20 January. The trip appears to have been very successful and it is recommended that future trips be conducted. ✓

G. Action on Report of Audit of [ ]

On 20 January 1955, several copies of Standard Forms 147 and 148, Order - Invoice - Voucher, were sent to [ ] for his comments/recommendations in connection with a recommendation in the Report of Audit to use these forms as replacements for Standard Form 44 currently in use.

H. Human Resources Report

The Registrar's office prepared a report for [ ] on the Human Resources Program since August 1952 indicating the number of students by Agency components covered by this program. ✓

I. [ ]

Weekly report of the utilization of [ ] facilities is attached. 25X1

Attachment

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